

EMPLOYEE SELF-SERVICE USER MANUAL



Employee Self-Service (ESSNet)

Submit change request on personal, address and family information or browse staff profile, historical and organizational info.



Workflow Services (FlowNet)

Apply leave, claim, etc. whichever is applicable/enabled.

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E-PROFILE

HRMSNET Main Page

- How to log on to Employee Self-Service (ESS)

Employee Self-Service (ESSNet)
Submit change request on personal, address and family information or browse staff profile, historical and organizational info.

Workflow Services (FlowNet)
Apply leave, claim, etc. whichever is applicable/enabled.

User ID S0123

Password ●●●●

Language Default Language (ENG) ▼

Module ☒ ESSNet ☐ FLOWNet

Login Home

[Forgot Password](#) | [Help](#)

Type in your User ID and Password

Instructions:

1. On the Internet browser, go to the HRMSNET main page.
2. Type in your User ID and Password. (User ID is your employee number)
3. Select ESSNet.
4. Click on the Login button.

Employee Self-Service (ESS) Main Page

- How to navigate ESS main page



Instructions:

1. On the ESS main page, a side menu and top menu bar are available for page selection.
2. For example, you may double-click on Profile and drill-down to view the available pages for selection such as Personal Details, My Addresses, etc.

E-Profile – Personal Details

- How to view or edit personal details in E-Profile

The screenshot shows the 'Personal Details' page for user BRYAN UN. On the left is a navigation menu with 'Profile' expanded, showing 'My Profile' and 'Personal'. Under 'Personal', 'Personal Details' is selected and highlighted in red. Other options include 'My Addresses', 'Qualifications', 'Skills', 'Experiences', 'Family', 'Employment', 'Service History', 'Change Requests', 'Earnings Info', 'Historical Info', and 'Administration'. The main content area is titled 'Personal Details' and shows 'Pending Requests for Change: 0'. Below this is a 'Requests' button. The 'Status' is 'Current Data - Escalation Level 0'. The user's name 'BRYAN UN' is displayed in a blue bar. A table of personal details follows, with fields like Local Name, Sex, Marital Status, Birth Date, Birth Place, Height, Weight, Driving License #, Old IC, New IC, Passport, Religion, Nationality, Blood Group, and Race. At the bottom are 'Refresh' and 'Edit' buttons. A yellow callout box with an arrow points to the 'Edit' button, containing the text: 'Click on the Edit button to update personal details'.

Personal Details	
Local Name	Bryan Un
Sex	Male
Marital Status	Single
Birth Date	06/08/1979 Age 31
Birth Place	Perak
Height	183
Weight	86
Driving License #	D
Old IC	
New IC	790806085939
Passport	
Religion	Buddhist
Nationality	Malaysian
Blood Group	
Race	Chinese

Instructions:

1. Go to Profile → My Profile → Personal → Personal Details.
2. You are able to view your personal details as maintained in the HR system.
3. Click on the Edit button to update personal details.
4. After updating, click on the Submit button.
5. Form will be escalated to respective approver.

E-Profile – My Addresses

- How to view or edit address details in E-Profile

Profile
▼ **My Profile**
 ▼ **Personal**
 Personal Details
 My Addresses
 Qualifications
 Skills
 Experiences
 Payslip
 ▼ **Family**
 My Spouse/Childrer
 My Children
 My Relative
 ▼ **Employment**
 My Employment Det
 Staff Job Profile
 ▼ **Service History**
 Increment
 Promotion
 Transfer
 Change Requests
 Historical Info
 Administration
 Earnings Info

My Addresses

Pending Requests for Change: 0

Requests

Status: Current Data - Escalation Level 0

Mailing Address
Address:
State:
Area:
Post Code:
Country:

Permanent Address
Address:
State:
Area:
Post Code:
Country:

International Address
Address:
State:
Area:
Post Code:
Country:

Home Contact Numbers
Telephone #:
E-mail:

Office Contact Numbers
Tel#:
E-mail:
Fax #, etc.:

Remarks

Instructions:

1. Go to Profile → My Profile → Personal → My Addresses.
2. You are able to view your address information as maintained in the HR system.
3. Click on the Edit button to update address information.
4. After updating, click on the Submit button.
5. Form will be escalated to respective approver.

Inbox – Pending Forms (for Managers only)

- How Manager approve subordinate's staff request for change in ESS

The screenshot shows the 'Staff RFC Form' interface. At the top, there's a navigation bar with 'Main', 'Profile', 'Staff', 'Inbox', and 'Office Admin' tabs. The 'Inbox' tab is selected. Below the navigation bar, there's a sidebar on the left with 'Inbox' and 'Pending Forms' links. The main content area displays the 'Staff RFC Form' for Agent ID 129. The form includes a 'Status' section with radio buttons for 'Approve', 'Reject', and 'Pending'. A yellow callout box points to the 'Approve' radio button with the text 'Click on the Approve status radio button'. Below the status section is the 'Personal Details' section, which includes fields for Local Name, Sex, Marital Status, Birth Date, Birth Place, Height, Weight, Driving License #, Old IC, New IC, Passport, Religion, Nationality, Blood Group, and Race. The form also has a 'Remarks' section and buttons for 'Submit', 'Refresh', and 'Close'.

Instructions:

1. Go to Inbox → Pending Forms.
2. Select the Agent ID applicable to the request.
3. Click on the Approve status radio button..
4. Click on the Submit button

Historical Info

- How to view your historical info (e.g. Leave History)

Profile

My Profile

Personal

Family

Employment

Service History

Change Requests

Historical Info

Leave List

Claim List

Training List

Performance List

Leave Entitlement

Disciplinary History

Administration

Change My Password

Change My Hint

Password List

Earnings Info

Payslip

Leave List

Date Range Criteria:

Date From: 01/09/2009

Date To: 22/09/2011

Apply Criteria

Listing View

Calendar View

Row#	Agent ID	Status	Date From	Date To	Days Leave
1	78589	Approved	Mon, 20/12/2010	Fri, 31/12/2010	10.0 ANNUAL LEAVE
2	78588	Approved	Mon, 13/12/2010	Mon, 13/12/2010	1.0 ANNUAL LEAVE
3	78310	Approved	Thu, 09/12/2010	Thu, 09/12/2010	1.0 ANNUAL LEAVE
4	72071	Approved	Wed, 08/09/2010	Fri, 17/09/2010	6.0 ANNUAL LEAVE
5	73807	Approved	Fri, 03/09/2010	Fri, 03/09/2010	1.0 ANNUAL LEAVE
6	71260	Approved	Fri, 06/08/2010	Fri, 06/08/2010	1.0 ANNUAL LEAVE
7	70699	Approved	Thu, 22/07/2010	Thu, 22/07/2010	1.0 ANNUAL LEAVE
8	69965	Approved	Fri, 02/07/2010	Fri, 02/07/2010	1.0 ANNUAL LEAVE
9	69303	Approved	Mon, 21/06/2010	Mon, 21/06/2010	1.0 ANNUAL LEAVE
10		Approved	Thu, 10/06/2010	Fri, 11/06/2010	2.0 SICK LEAVE
11	68276	Approved	Wed, 02/06/2010	Wed, 02/06/2010	1.0 ANNUAL LEAVE
12	65423	Approved	Mon, 12/04/2010	Mon, 12/04/2010	1.0 ANNUAL LEAVE
13	64282	Approved	Mon, 29/03/2010	Mon, 29/03/2010	1.0 ANNUAL LEAVE
14	60296	Approved	Fri, 29/01/2010	Fri, 29/01/2010	1.0 ANNUAL LEAVE
15	57459	Approved	Mon, 21/12/2009	Thu, 31/12/2009	8.0 ANNUAL LEAVE
16	57153	Approved	Thu, 03/12/2009	Fri, 04/12/2009	2.0 ANNUAL LEAVE
17	56323	Approved	Tue, 17/11/2009	Tue, 17/11/2009	1.0 ANNUAL LEAVE
18	54317	Approved	Thu, 15/10/2009	Thu, 15/10/2009	1.0 ANNUAL LEAVE
19	52354	Approved	Fri, 18/09/2009	Fri, 25/09/2009	4.0 ANNUAL LEAVE

Page Prior

Page Next

Instructions:

- Go to Profile → Historical Info
- Select from the available options.
- If Leave List is selected, user is able to see their leave history based on defined date range.

Change Password

- How to change your ESS password

ESSNet - Employee Self-Service - Windows Internet Explorer

http://easv01:8080/hrmsnet/ess.do?id=8qods=OFC5ysIM(TMStaffAccess/staffaccesspwd)

ESSNet - Employee Self-Service

SURUHANJAYA SYARIAH MALAYSIA
COMPANIES COMMISSION OF MALAYSIA

Main | Profile | Staff | Inbox | Office Admin |

ESSNet | FLOWNet | Logout

HASANI BIN YUSOFF [S0020] Thursday, September 22, 2011 5:49:43 AM GMT

Profile

- ▼ My Profile
 - ▶ Personal
 - ▶ Family
 - ▶ Employment
 - ▶ Service History
- ▶ Change Requests
- ▼ Historical Info
 - ▶ Leave List
 - ▶ Claim List
 - ▶ Training List
 - ▶ Performance List
 - ▶ Leave Entitlement
 - ▶ Disciplinary History
- ▼ Administration

Change My Password

Employee No

Name

*Old Password

*New Password

*Confirm Password

← The new password should comply with the stated Password Policy

Password Policy (Basic)

- Complexity [A,N] Alphanumeric Only
- Case-sensitivity ON
- Min. Length (chars) 4
- Max. Length (chars) 15

Instructions:

1. Go to Profile → Administration → Change My Password
2. Enter the old password, new password and confirmed new password. The new password should comply with the stated Password Policy.
3. Password will be updated and user will be able to log in using the new password the next time she logs in.

Supervisor Leave List (for Managers only)

- How Manager is able to check if their subordinates are on leave

Supervisor Leave List

Row#	Agent ID	Status	Date From	Date To	Days	Employee No.	Name
1		Approved	Mon, 05/09/2011	Tue, 06/09/2011	2.0	A00072	EMPL

Supervisor Leave List (Listing View)

Note: Please click the button that corresponds to the action you want to do.

Supervisor Leave List

Leave Calendar for October 2011 [Go To Current Month]

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 ANN (1) P:1 A:0 R:0 C:0	26	27 ANN (1) P:1 A:0 R:0 C:0	28	29
30	31	1	2	3	4	5

Supervisor Leave List (Calendar View)

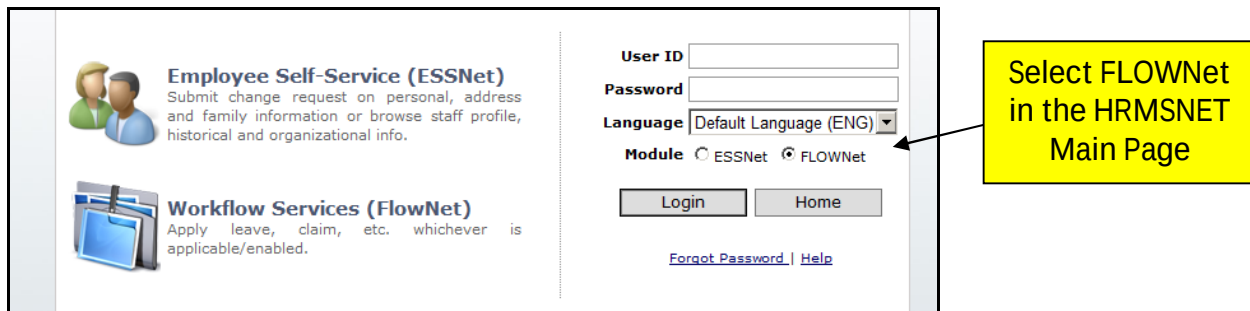
Instructions:

- Go to Staff → Supervisor List → Supervisor Leave List.
- The Manager is able to view which subordinate is on leave via the following displays: Listing View or Calendar View.
- On the Calendar Display, clicking on the blue text will open a window displaying additional details (e.g. name of staff applying leave on that date)

E-LEAVE

Leave Application Form

- How to apply leave via E-Leave



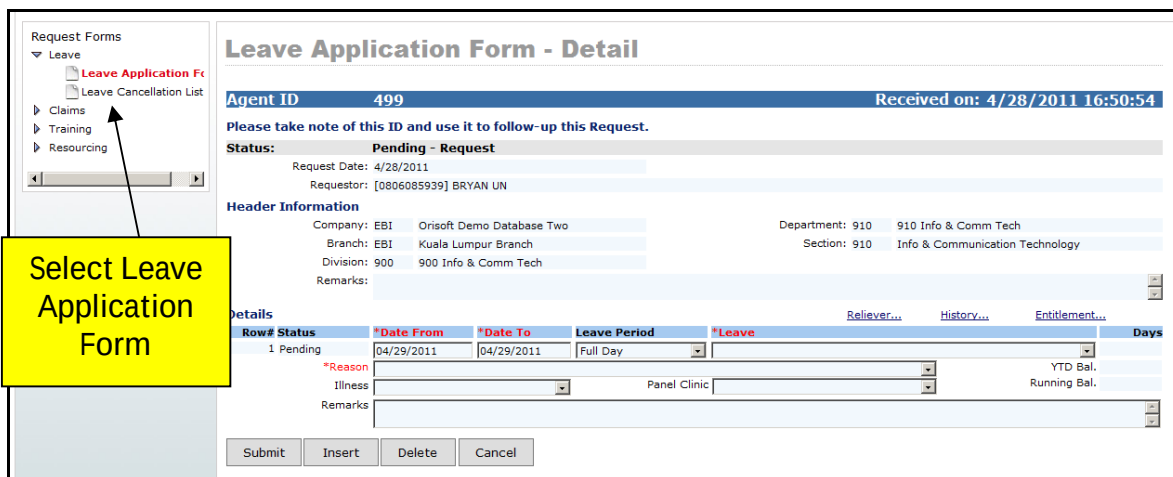
Employee Self-Service (ESSNet)
Submit change request on personal, address and family information or browse staff profile, historical and organizational info.

Workflow Services (FlowNet)
Apply leave, claim, etc. whichever is applicable/enabled.

User ID:
Password:
Language: Default Language (ENG)
Module: ☐ ESSNet ☒ FLOWNet

[Forgot Password](#) | [Help](#)

Select FLOWNet in the HRMSNET Main Page



Request Forms
Leave
Leave Application Form
Leave Cancellation List
Claims
Training
Resourcing

Select Leave Application Form

Leave Application Form - Detail

Agent ID: 499 Received on: 4/28/2011 16:50:54
Please take note of this ID and use it to follow-up this Request.

Status: Pending - Request
Request Date: 4/28/2011
Requestor: [0806085939] BRYAN UN

Header Information

Company:	EBI	Orisoft Demo Database Two	Department:	910	910 Info & Comm Tech
Branch:	EBI	Kuala Lumpur Branch	Section:	910	Info & Communication Technology
Division:	900	900 Info & Comm Tech			
Remarks:					

Details

Row#	Status	*Date From	*Date To	Leave Period	*Leave	Days
1	Pending	04/29/2011	04/29/2011	Full Day		

*Reason: Illness
Panel Clinic:
Remarks:
YTD Bal.
Running Bal.

Instructions:

1. In the HRMSNet Main Page, ensure you select FLOWNet prior to logging in.
2. Go to Request Forms → Leave → Leave Application Form.
3. Click on the Next button.
4. On the Leave Application Form Detail page, enter the leave application details accordingly (items in red font are mandatory to fill)
5. Click on the Submit button to escalate the form.

Pending Approval Request – E-Leave (for Managers only)

- How Manager is able to approve leave request submitted by the subordinate

Approval Forms
☒ Pending Approval Request
☐ Completed Approval Request

Leave Form (RFA)

Leave Application

Agent ID 496 **Received on:** 4/13/2011 15:41:10

Please take note of this ID and use it to follow-up this Request.

Status: Pending - Escalation

Request Date: 4/13/2011
Requestor: [0806085939] BRYAN UN

Header Information

Company: EBI Orisoft Demo Database Two Department: 910 910 Info & Comm Tech
Branch: EBI Kuala Lumpur Branch Section: 910 Info & Communication Technology
Division: 900 900 Info & Comm Tech
Remarks:

Details

Row#	Status	Date From	Date To	Leave Period	Leave	Reliever...	History...	Entitlement...
1	Pending	04/14/2011	04/14/2011	Full Day	Unpaid Leave			

Reason: Not Applicable
Illness:
Remarks: test-shaun

Panel Clinic: Staff Leave...

Days: 1.00
YTD Bal.: 0.00
Running Bal.: (1.00)

Submit Refresh Thread Close

Instructions:

- Go to Approval Forms → Pending Approval Requests.
- Select the applicable Agent ID.
- Select the status as "Approved".
- Click on the Submit button to confirm the approval status.

Leave Cancellation List

- How to cancel current or future leave that has already been approved

Request Forms
▼ Leave
Leave Application Form
Leave Cancellation I
Leave Application on B

Claims
Training
Resourcing

Leave Cancellation Form - Detail

Agent ID: 506 Received on: 04/29/2011

Please take note of this ID and use it to follow-up this Request.

Status: Pending - Request

Request Date: 04/29/2011
Requestor: [0000000089] CHIEW TIK ERR
Employee: [0000000089] CHIEW TIK ERR
Leave: Annual Leave

Leave Type: Full Day
Start Date: 5/26/2011 00:00:00
End Date: 5/27/2011 00:00:00

Header Information

Company: CLM Orisoft Demo Database
Branch: CLM Marketing Sdn Bhd
Division: 100 100 Marketing
Remarks:

Department: 110 110 Market Research
Section: 110 110 Market Research

Details

Row#	Status	Cancel	Leave Date From	Leave Date To	*Reason
1	Pending	☐	5/27/2011 00:00:00	5/27/2011 00:00:00	
Remarks					
2	Pending	☐	5/26/2011 00:00:00	5/26/2011 00:00:00	
Remarks					

Submit Cancel

Select the leave day you want to cancel

Instructions:

- Go to Request Forms → Leave → Leave Cancellation Form.
- Select the leave day you want to cancel by ticking the Cancel checkbox.
- Click on the Submit button to confirm cancellation of leave.

Notes: